

How to Export Files to Zip

1. If you have one or Many files that you need to zip. Open the First File.
2. Click on file, then export
3. For the Export file format, hit NEXT
4. For the Group Export, Hit NEXT
5. For the Export to ASCII, Hit NEXT
6. Then with the export fields match up the Desktop fields with the export fields. Meaning what your matching up here is the information that will export and in that order.
7. Take only the information that you want to export, Meaning that you will typically only start with the prefix and end with the country. Delete all other fields up until you reach the last field that will usually be the country. Example you will not want to match up the DP2, or the CRRT so delete all of the fields under the country or what ever you last field my be.
8. For all the ones above Pre-fix select none and the start with the prefix matching it with 1 and so on and so on.
9. Then hit NEXT
10. The Export to files is asking where do you want to send the export.
11. Now you will select C://drive.
12. Then Documents and Settings
13. twilliam
14. my documents
15. mail list
16. temp file
17. PDM_53
18. then Select Export
19. Once you click on Export, delete any other files that might be listed there from a previous export.
20. Then Name the File that your exporting, using the same name as the file your working with. Make sure after you name the file to put .mdf behind the file name or your export will not read correctly or not read at all.
21. Then hit, Finished
22. After exporting a message will appear saying how many files were exported. Write that number down you will need it later on.
23. Then Hit, OK
24. Then Repeat steps again for the Next Files.

Now your ready to Zip the Exported Files

1. Minimize all screens until you get to your DeskTop.
2. Click on My computer
3. C://
4. documents and settings
5. twilliam
6. my documents

7. Mail list
8. temp file
9. PDM_53
10. New list
11. Export
12. The files that you have just exported should be here
13. Now hit Ctrl + A to select all files
14. the right click and choose Add to Zip
15. Then hit New and Name the file, then hit ok
16. Then in that same box delete all information
17. now you want to save to A:// so type A://then name it. It is better to name it the same name as the file that your working with then hit add.
18. Once files have been added.
19. Hit Ctrl + A to select all files again
20. Now select Actions and choose make. Exe file or shift + K.
21. Then hit ok
22. Then it will ask you do you want to test all targets now.
23. Hit yes
24. Then in the Unzip folder erase all information and put A
25. Then hit
26. Then hit Unzip
27. Folder will begin to Unzip
28. After it is finished hit ok
29. and close out all
30. Your zipping is completed